

# GOAL SETTING WORKSHEET

**Team Name:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_

**Identify a SMART Goal For Your Team: (Specific and Strategic, Measurable, Attainable, Results Oriented, and Timebound):**

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<u><b>Action Steps</b></u>	<u><b>Designation</b></u>	<u><b>Timeframe</b></u>	<u><b>Results</b></u>	<u><b>Costs</b></u>
What steps/activities will be initiated to achieve this goal?	Who will be responsible for initiating or sustaining the action steps?	What is a realistic timeframe for each phase of the activity?	What evidence will you present that you are making progress toward your goal?	What costs should be considered?